INSTRUCTION ON HOW TO FILE
ADVANCEMENT TO DEGREE CANDIDACY

Use Explorer browser to open the four forms as indicated below. All the forms must be submitted at the same time. If you will receive a message "unexpected error occurred", wait a few moments before opening the form again. I checked the links and they work just fine!

A. **Application to Advancement to Degree Candidacy** (cover sheet)
https://www.andrews.edu/sed/resources/student/forms/masters/advan_to_degree_candidacy_ma.pdf

1. Fill in the fields electronically by clicking on them.
2. Then e-mail the **Application to Advancement to Degree Candidacy** to your adviser for approval. If you experience a problem with e-mailing the form, you may print and fax it to 269-471-6374, addressing it to the attention of your adviser.
3. Retain a copy of the completed **Application to Advancement to Degree Candidacy** for yourself.

B. **ATC Degree Course Plan Template** (degree requirements check sheet)
http://www.andrews.edu/sed/resources/student/course_plan.html

1. Follow this link and choose the appropriate department and then your degree major. This will take you to the appropriate emphasis. Choose the year you began the program.
2. The **ATC Degree Course Plan Template** is a Microsoft Word document. Save the template to your hard drive when you complete filling in the information. You may e-mail or fax the Degree Course Plan Template to your adviser for an approval. If you experience any difficulty when e-mailing it, print it and fax it to 269-471-6374 to the attention of your adviser.
3. The purpose of the ATC Degree Course Plan Template is to ensure that the classes you take or will take meet the bulletin requirements for your chosen degree. The three left-hand columns on this form indicate the bulletin requirements. The remaining information is to be filled in by you, the student.
   a) AU credits indicate the number of credit hours taken at AU that count toward the listed requirement. **Please indicate the credits even if they will be taken in a future term.** Also, please note that any changes, transfer credits or alterations in the requirement, must be supported by a Graduate Petition. For transfer credits mark the number of credit hours in the column Transfer Credits. The Waived Credits box is used for waiving a specific course because you already have met that requirement through another course. However the number of credits being waved must be made up by taking another course. Waived credits must be approved by submitting a petition. For any changes made through a petition, place a mark in the column Attached Petition. For petition forms, please click the following hyperlinks: Graduate Petition Form and Transfer Credit Petition Form.
   b) Under the column Term Taken or to be taken, indicate the time when you have completed or you plan to complete the course.
   c) Place a mark in the box 500 level for any and all courses taken or to be taken that are 500 or above (as indicated in the left column).

d) Please list the letter grades for the completed courses in the far right-hand column named Grade. For deferred grades write "DG" or leave this space blank if it is a course that you have not yet taken.

e) On the second page of the Degree Course Plan Template fill in the course number and name for each elective you have or will take. Complete the rest of the columns as you did for the degree requirements.

f) Answer the questions at the bottom of the second page by circling "Yes", "No" or "N/A" (not applicable).

g) You are now ready to e-mail or fax the template to your adviser for approval! (See #11 for instructions).

C. **Application for Comprehensive Exam**
https://www.andrews.edu/sed/resources/student/forms/masters/app_for_comp.pdf

1. The **Application for Comprehensive Examination** needs to be filled out next. The comprehensive exams are offered three times a year in Fall, Spring and Summer. (The academic calendar in the AU bulletin and Class Schedule list the exact dates of the exam). Also, the comps schedule can be checked online at: https://prezi.com/rrzzbqet7u7j/a-comp-close-up/

2. After filling out the Application for the Comprehensive Exam, you may e-mail it or fax it as instructed above.

D. **Application for Graduation**
https://forms.logiforms.com/formdata/user_forms/66125_302498/321133/page1.html

1. This form is submitted online to the Records Office as part of qualifying for advancement to degree candidacy. Indicate in the Records Office section on the **Application to Advancement to Degree Candidacy** (cover sheet) that you have completed the application for graduation online.

Please make sure that all these forms—the **Application to Advancement to Degree Candidacy**, the **Degree Course Plan Template, the Application for Comprehensive Examinations** and the **Application for Graduation** are submitted at the **same time**. E-mail or fax (269-471-6374) all forms to your adviser.

If you have any questions, you may e-mail Anna at piskozub@andrews.edu or call her at 269-471-3109.

An example of a completed ATC forms is attached below.

Andrews ◆ University
School of Education

Submit by Email   Print Form

APPLICATION FOR ADVANCEMENT TO DEGREE CANDIDACY

FirstName: | | LastName: | | ID#: | |

E-mail: | | Degree: PhD

Address | |

City | | State | | Zip Code | | Major Area: E

Country | | Date: | |

FILL OUT PROGRAM REQUIREMENTS: Please check and complete the following:

Total Credits (= or >76 + min of 16 dissertation credits required): 90   Research (12 Credits or as required): 15

Methodologies:

Basic	Basic	Advanced
EDRM505, EDRM611	EDRM605	EDRM704, 710, 712, 713

Indicate Residency Semesters:

1.	2.	16 crs within one year
Fall 2012	Spring 2013	yes

Comprehensive Examination: Expected Semester: Spring 2015

CANDIDACY PRE-APPROVED: pending completion as required of 1. All coursework, 2. Comps Exams, 3. Dissertation Proposal

Major Advisor: | | Date: | |

Dept. Chair/Program Coordinator: | | Date: | |

CANDIDACY APPROVED: ☐ Coursework completed   ☐ Comprehensive exams passed   ☐ Dissertation Proposal Approved

Major Advisor: | | Date: | |

Dept. Chair/Program Coordinator: | | Date: | |

Dissertation Chair: | | Date: | |

Dean, School of Education: | | Date: | |

FOR OFFICE USE ONLY: ☒ Regular Status   Graduate GPA: | | ☐ Requirements MET

Dean, School of Graduate Studies : | | Date: | |

SCHOOL OF EDUCATION
☐ Course Plan Verified
☐ Dissertation Credits (16)
☐ Foundations: 3 different areas
☐ 700-800 level courses: 6 credits
☐ Transfer Work On File
☐ Official Transcript
☐ Methodology

Coursework Completed _____
Comprehensive Exam Passed _____
Dissertation Proposal Approved _____
Major GPA _____
Program GPA _____

All requirements completed:

Graduate Program Coordinator: _____   Date: | |

Andrews University
Department of Graduate Psychology & Counseling

PhD Educational Psychology – General Emphasis
Course Plan for 2012-2013 Bulletin

Name: _____   ID: _____

Acro/Num	Title	Credits/ Courses	AU Credits	Transfer Credits	Waived Credits	Transcript Name of the School	Attached Petition (/)	Term taken or to be taken	AU After Admission	500 level	Grade
Professional Core											
EDRM636	Program Evaluation	3	3					SU13			A
GDPC514	Psychology of Learning	3	3				MA	SU07			B+
GDPC525	Psych & Edu of Exceptional Children	3	3				MA	SU06			B+
GDPC615	Advanced Human Development	3									
EDPC515	Psychlgeal Dev-Growth Years		3			MA	pet #	SU07			B+
GDPC625	Biopsychology	3	3					FA12			B
GDPC626	Cognitive Psychology	3	3					FA13			A
GDPC644	Psychological Testing	3	3				MA	FA06			B+
GDPC651	Bch. & Ed. Assessment	3	3					FA12			B+
GDPC670	Advanced Social Psychology	3	3					SP13			A-
GDPC676	Theories of Personality	3	3					SU13			A
GDPC725	Cross-Cultural Ethics & Research	3									
EDPC540	Behav & Emot Probs Children		3			MA	pet #2	SU05			A-
GDPC736	Field Work in Edu Psych	3	3					SP14			S